

GRAPHICS AND PRINTING SUPERVISOR

GRADE: 21

FLSA: EXEMPT

CHARACTERISTICS OF CLASS:

The Graphics Printing Supervisor performs difficult technical and intermediate administrative work supervising the work of the graphics, printing and copy center sections of the Public Information Office. The work requires a proactive approach to present information on specialized matters in print form. The position requires light physical work lifting and handling printing and photographic chemicals, and the working conditions are somewhat disagreeable from fumes, noise and the stress of meeting deadlines. The incumbent's work is contributory and subject to functional goals and policies under the managerial direction of the Deputy City Manager. The incumbent has supervisory responsibility for full-time and part-time staff.

EXPECTATIONS OF ALL CITY EMPLOYEES:

- Learn and demonstrate an understanding of City, department, division and team goals.
- Serve and meet the needs of customers during routine or emergency situations.
- Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.
- Ability to assess his/her work performance or the work performance of the team.
- Plan and organize his/her work, time and resources, and if applicable that of subordinates.
- Contribute to the development of others and/or the working unit or overall organization.
- Produce desired work outcomes including quality, quantity and timeliness.
- Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.
- Understand and value differences in employees and value input from others.
- Consistently report to work and work assignments prepared and on schedule.
- Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

EXAMPLES OF DUTIES:

- Directs, supervises and participates with staff in the preparation, design, layout and printing of City material such as publications, brochures, forms, maps, charts, graphs, visuals, t shirts, newsletters, etc.
- Creates visually appealing publications that project and communicate a positive, professional image of the City of Rockville to its citizens.
- Consults with City staff to advise on the best way to graphically present and print material.
- Advises graphics specialists on choice of art work, color, paper, design and

reproductive method of a variety of printed material.

- Prepares and administers operating budget for the graphics, printing and copy center sections.
- Uses creativity and discretion in producing quality material within the limits of the budget.
- Installs computer hardware and software, upgrades and manufacturer-recommended software modifications.
- Troubleshoots and resolves specialized computer system problems.
- Schedules production time, prioritizing, delegating and coordinating the graphic, print shop and/or copy center/mail staff.
- Writes specifications and selects vendors for outside work and reviews quality of work upon completion.
- Selects and orders all supplies for print shop, dark room, art section, mail room and photocopy machines.
- Creates or converts files/artwork to be used electronically on the internet.
- Ensures quality control.
- Ensures all tasks are performed in a safe and healthful manner.
- Performs related duties as assigned.

QUALIFICATIONS:

Required Training and Experience:

Any combination of training and experience substantially equivalent to graduation from an accredited college or university with major course work in graphic arts, art design, printing, or related field, and five years of experience in the area of graphics, printing or art design, preferably in a supervisory capacity. Strong working knowledge of Macintosh electronic publishing system is required.

Preferred Knowledge, Skills and Abilities:

- Knowledge of the principles and practices of design and layout of graphic materials.
- Knowledge of the operation, use and care of an offset press and related printing equipment.
- Knowledge of electronic publishing system and software, word-processing, graphics, paint and draw programs and skill in their use.
- Knowledge of inks, standard weights and grades of paper, their uses and characteristics in printing.
- Knowledge of photography, photographic equipment, and the uses in a variety of situations.
- Knowledge of mail practices, procedures, rates, regulations, and preparation.
- Skill in good management and supervision.
- Ability to work under pressure, especially the pressure of deadlines and competing priorities.
- Ability to establish and maintain effective working relationships with City employees, vendors and others contacted in the course of work.

- Ability to create or convert files/artwork to be placed electronically on the internet.